

ADMINISTRATIVE - INTERNAL USE ONLY

STATINTL

This Notice is Current Until Rescinded

SECURITY

16 August 1974

DRUG ABUSE

1. INTRODUCTION

Drug abuse in our society is of great concern. This notice is being published in the interest of the welfare of Agency employees and their dependents.

2. POLICY

Although the Agency endeavors to respect and protect the privacy of each employee to the extent possible, it cannot condone or permit the illegal use of drugs by an employee. If an employee is identified as a drug abuser, appropriate administrative action will be taken which may result in suspension, and in certain cases, dismissal from the Agency.

3. IDENTIFICATION OF ILLEGAL AND DANGEROUS DRUGS

The Drug Enforcement Administration has identified the most common drugs being utilized illegally. Any Agency employee can obtain a listing of these drugs by contacting either the Office of Medical Services or the Office of Security.

4. SEMINARS ON DRUG ABUSE FOR EMPLOYEES PROCESSING FOR OVERSEAS ASSIGNMENTS

- a. The families of several Agency employees have experienced serious problems due to the ready availability of drugs in overseas locations. In a number of instances this resulted in the employee's early return short of tour. In view of these difficulties, seminars have been developed to better prepare employees and their dependents to cope with such circumstances. The seminars are designed to inform employee parents of the Agency's position on drug abuse, the measure and effect of various drugs, the legal hazards and embarrassments implicit in drug use in foreign countries, and methods of identifying symptoms of drug abuse.
- b. Employee parents are required to attend seminars on drug abuse in the course of processing for assignment overseas. Spouses must accompany the employee/sponsor whenever possible. Single and childless employees are invited to attend but attendance is not mandatory.

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- c. Following attendance at the seminars, employee parents are required to discuss the general circumstances of the overseas drug problems with those of their children who are at appropriate ages.
- d. The Office of Security will schedule employees and their spouses for appropriate seminars on drug abuse. Component administrative or personnel officers should call extension [] for information on the dates seminars will be scheduled. For security reasons reservations for specific employees should be made by calling red line extension []. If a red line extension is not available to the administrative or personnel officer, reservations should be made by classified interoffice memorandum addressed to C/SES/SOB/CD, Room 3-E-47 Headquarters Building.
- e. As the Central Processing Branch, Office of Personnel, does not process all overseas travelers, there is no central point which can assume the responsibility for ensuring that all employee parents attend seminars. The responsibility must, therefore, be assumed by command and be centered in the operating component responsible for the administrative processing of employees assigned overseas PCS. Each employee will be given a Form 3494, Statement of Understanding, at the seminar he attends. This statement must be completed and delivered to the employee's administrative officer in his operating component before processing for overseas is completed. This statement will be filed as a permanent record in the employee's Official Personnel Folder.

5. GUIDANCE

The Office of Security or the Office of Medical Services will furnish guidance to employees concerning any question that might arise concerning drug abuse.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE
Deputy Director
for
Management and Services

Attachment: Form 3494

DISTRIBUTION: ALL EMPLOYEES (1-6)